


Vacancy Notice

7029

CS- 376

REV(12/13)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>PRODUCTION CLERK</u>	CLASSIFICATION CODE: <u>00125700</u>
	SALARY RANGE: <u>(822JA) \$45071-\$51964</u>	REFERENCE POSITION NO.: <u>31</u>
	Department or Agency Name <u>Revenue</u>	APPLICATION PERIOD: <u>March 23 - March 30, 2015</u>
	Division/Section/Unit <u>Lottery</u>	GRACE PERIOD ENDS <u>4:00 p.m. NO GRACE PERIOD</u>
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st shift; Monday-Friday (8:00-4:00pm)</u> Job Location: <u>Cranston, Rhode Island</u>	
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There <u>is</u> <u>X</u> is not a Civil Service List for this position. See A/B or Both for Specific Instructions	
There <u>is</u> <u>X</u> is not a Recall List/Preferred Reemployment List/Contractual Rehire List for this position.		
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	D. CRIMINAL CONVICTIONS:	
Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."		
Statement of Duties	DUTIES / RESPONSIBILITIES: The duties of the Production Clerk include, but are not limited to, scheduling of Instant Ticket orders for designated Sales Routes through the automated Tel Sel system, preparing orders for accelerated delivery of new games, inventory and security of returned tickets, special product delivery to Lottery Retailers, as well as provide backup for Sales Route coverage and performance of other duties associated with Production Department as needed.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through a minimum of High School Diploma and Experience: Basic computer knowledge; Ability to load and unload packages manually up to 10 lbs. and above 10 lbs. with handcart and/or small forklift. Must have a valid Rhode Island driver's license with good driving record. Teamsters, Local 251, but no contract has been finalized.	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Jane Tougas Personnel Supervisor 1425 Pontiac Avenue Cranston, RI 02920</p> <p>Email: jtougas@rilot.ri.gov (401)463-6500 TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER